

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Change in Security Procedures on the Hill

UNCLASSIFIED

FROM:

Chief, FMD, OL  
3E14 Hqs

EXTENSION

NO.

86-3703

DATE

30 October 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/OCA  
7D43 Hqs

2.

3.

4.

5.

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7.

1. This memorandum was forwarded to us because of the implications and potential impact on the couriers. We have been working with your Chief, Administrative Services, to establish procedures for handling this material.

Because of our extremely limited resources, we are quite anxious to incorporate your requirements into established runs to the Hill. We are concerned about volume, identification, receipting system and integration of distribution points, all of which will impact heavily on the couriers. It is entirely possible that some augmentation of the couriers will be required.

We will continue to work with representatives from your office to formalize procedures and to determine if additional couriers will be required.

Everyone's entitled to my opinion.

Dave -  
I'm working with  
them on this.

STAT

STAT

STAT  
STAT

630037 CRPP, Inc

14.

15.

October 17, 1986

MEMORANDUM FOR:

Chief/FMD/OL

STAT

FROM:

D/Chief, M&CB/FMD/OL

STAT

SUBJECT: Proposed Change in Courier Service to the Hill

On 17 October 1986, Mail and Courier Branch received a 9 October memo from the Office of Congressional Affairs regarding proposed changes in security procedures regulating the flow of Agency literature on Capitol Hill. One of the suggested measures to effect these changes was to augment courier service to Capitol Hill, thereby allowing for late afternoon pick-up and early morning drop-off [redacted] material to meet the demands of congressional committees lacking secure storage facilities.

STAT

STAT

D/Chief, M&CB/FMD/OL

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Change in Security Procedures on the Hill

FROM:

David D. Gries *DD*  
Director of Congressional Affairs

EXTENSION

NO

DATE

9 October 1986



STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDI

2.

3.

DDO

4.

5.

DDS&amp;T

6.

7.

DDA ✓

8.

9.

Executive Director

10.

11.

Return to D/OCA

12.

13.

14.

15.

We have been reviewing security practices on the Hill for some time. This draft letter to principal staff directors reviews current practices and proposes an important change in the handling of ORCON material. See paragraph 7.

This will primarily affect the DDI

After incorporating your comments, I will ask for DDCI approval.

Dave Gries

STAT  
STAT

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ARNOLD L. PUNARO, STAFF DIRECTOR FOR THE MINORITY

## United States Senate

COMMITTEE ON ARMED SERVICES

WASHINGTON, DC 20510

July 15, 1985

The Honorable Barry Goldwater  
Chairman  
United States Senate  
Washington, D.C. 20510

Dear Barry:

Recently the Permanent Subcommittee on Investigations completed a series of hearings on security clearances and related problems in the government. These hearings were based on a nine month investigation by my minority staff on PSI. Enclosed is a press release which outlines some recommendations which Bill Roth and I made based on our findings.

Recommendation six urged Congress to focus on the problem of dealing with classified information in the legislative branch. It noted that, for the most part, there are no established standards or procedures for either personal offices or committee staffs. I am concerned about the lack of such standards and procedures for our own Committee. As you know, the Select Committee on Intelligence has a thorough set of procedures for dealing with classified information. I recognize it might not be possible for our Committee to duplicate the procedures of the SSCI, but I believe we should take a serious look at adopting procedures for our Committee which substantially tighten the controls on handling classified information.

I suggest we have our staffs review our current practices and propose a set of standards and procedures which we would review and consider for adoption.

Sincerely,

Sam Nunn

Enclosure As Stated

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## United States Senate

COMMITTEE ON ARMED SERVICES  
WASHINGTON, DC 20510

JAMES F. McGOVERN, STAFF DIRECTOR AND CHIEF COUNSEL  
ARNOLD L. PUNARO, STAFF DIRECTOR FOR THE MINORITY

January 13, 1986

### MEMORANDUM FOR THE FILE

TO: Minority Staff

FROM: Arnold Punaro

SUBJECT: Procedures for Handling Classified Material

Attached is a copy of the memo on Procedures for Handling Classified Material. Each staff member should read and fully understand all parts of this memo. Should you have a question on any part of this memo, see me, Monica or Jeff.

When you finish reading this memo, please file it in a place where it can be easily referenced.

Sign, date and return this coversheet and statement to Kathy, who will place it in your personnel file.

"I have read and fully understand the December 15, 1985 memo on Procedures for Handling Classified Material. I will fully comply with the requirements therein."

Signature \_\_\_\_\_

Date \_\_\_\_\_

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CENTRAL INTELLIGENCE AGENCY



Director of Congressional Affairs

1 July 1986

NOTE FOR: All OCA Employees

FROM: Dave Gries *DG*

SUBJECT: See Attached

Please review this draft and pencil in any comments regarding contents or language. Please also be prepared to discuss your comments at today's staff meeting. I haven't shown to Kerr or  yet, but will after revising the draft. Consider this as a kind of think piece. It is currently too long to send forward, but I believe it does contain some of the ideas we want to push. What we most need is more ideas.

Attachment

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